

## SANDPOINT COMMUNITY HALL USE APPLICATION / AGREEMENT

NAME OF ORGANIZATION (or indicate "Private Party"): \_\_\_\_\_  
NAME OF INDIVIDUAL IN CHARGE (**ADULT AGE 21+**): \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PRIMARY CONTACT EMAIL: \_\_\_\_\_  
CONTACT PHONE NUMBER(S): \_\_\_\_\_  
ALTERNATE CONTACT NAME & PHONE NUMBER(S): \_\_\_\_\_  
RENTAL DATE(S): \_\_\_\_\_  
RENTAL TIME (**INCLUDING SET-UP & CLEAN-UP**): \_\_\_\_\_  
TYPE OF USE: \_\_\_\_\_ **TOTAL RENTAL FEE DUE:** \$ \_\_\_\_\_  
SPACE(S) REQUESTED: \_\_\_\_\_

*initial below*

( ) **I am authorized to bind** the above-named organization and the members thereof. The organization, the members thereof and the undersigned will be liable for any and all damage or loss occurring from any sources whatsoever, both individually and jointly, and shall hold harmless the City of Sandpoint for any and all liability for personal injury, loss or damage during the above-noted function(s) to be held at the Community Hall facility.

( ) **I understand** that the Main Room **capacity is 150 people. I agree that if capacity has exceeded 150 people, the key/damage deposit will not be refunded.**

( ) **I have read** the foregoing and **agree** to abide by all City and State laws. I have received a copy of the Community Hall Users Policy. I further **agree to abide** by all regulations governing the use of Community Hall.

( ) **I understand and agree** that no vehicle will be parked on the lawn and any other use of the lawn requires the prior approval of the Parks & Rec Director.

( ) **I understand and agree** that a representative of the organization **must pick up the key from the Parks and Rec Department during business hours**, Monday – Friday, 8 – 5, the day of (or the Friday before) the scheduled event and that **keys are not available at any other hours or from any other source.**

( ) **I understand and agree** that all rental fees are non-refundable.

( ) **I understand and agree** that the serving of beer and/or wine is allowed in the Hall only by an alcohol licensee with a City of Sandpoint alcohol catering permit and only in conjunction with a meal. Community Hall beer/wine fees set by City Council are applicable. Catering Permits may be obtained in the City Clerk's Office.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print your name:** \_\_\_\_\_

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### REMAINDER TO BE COMPLETED BY THE CITY

Room/Event	Rental Fee(s)	# of Hours	Fee(s) Due
Main Room (non-commercial* event)	\$35/hr		\$
Scout Room (non commercial* event)	\$25/hr		\$
Entire Facility (non-commercial* event)	\$60/hr (\$300/day max.)		\$
Kitchen (add-on)	flat fee of \$50		\$
Dance	flat fee of \$60		\$
floor fee (for dances)	+floor fee \$10/hr		\$
Non-Profits -free event, open to public -no fundraising -impromptu donations OK	Main Room \$20/hr Scout Room \$10/hr Entire Hall \$30/hr (\$100/day max.)		\$
Non-Profits -commercial* event -planned fundraisers -entry/registration fee charged	Main Room \$35/hr Entire Hall \$60/hr (\$200/day max.)		\$
Commercial Events (*as defined by Sandpoint City Code § 7-10-2)			
Weekdays	Mon-Thu \$75/hr (\$400/day max.)		\$
Weekend	Fri – Sun \$95/hr (\$500/day max.)		\$
Beer/Wine Deposit Allowed only when served by alcohol licensee w/permit.	deposit of \$350 (\$150 is refundable)		\$
Date Pd:	RR01	TOTAL DUE	\$

<b>Deposit for key/cleaning/damage (CASH only)</b>	
Date Pd:	LB01
Date key/check list issued:	
Key # issued:	#
Key issued to:	
Date key & check list returned:	
Date deposit refund was requested:	
Refund amount requested: \$	
Amount retained (for cleaning/damage): \$	
Deposit refunded to:	